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From: Info, MassHR (HRD) <masshrinfo@massmail.state.ma.us>
Sent: Sunday, February 05, 2012 8:05 PM
To: Farak, Sonja (DPH)
Subject: Reminder: MassHR Survey closes in one week



Reminder: MassHR Survey closes in one week

Last week you received an invitation to complete the MassHR Survey. There is one week remaining to complete the survey. Next week the survey will close and you will no longer be able to submit your feedback.

Thank you to those who have already completed the survey.

If you have not already completed the survey, please click the following link to start the survey: [MassHR Survey](#)

Please refer to the email below if you have any additional questions, or send your questions to MassHR_Survey@deloitte.com.

Thank you for your participation.

Take 15 Minutes and Complete the MassHR Survey Today

MassHR is conducting a survey to gather your perspectives and opinions on how HR services are delivered to Commonwealth employees. Your feedback is important to us and will be a valuable input to inform the development of programs aimed at enabling employee success.

What is MassHR?

MassHR is the partnership between Senior Human Resource Directors from the Executive Departments, the Office of the Comptroller, the Information Technology Division (ITD), and the Human Resource Division (HRD) aimed at enhancing the efficiency and effectiveness of human resource service delivery. The three main objectives of MassHR are: 1) increase use of HR technologies, empowering you to manage your personnel information and providing HR staff with systems to reduce their reliance on paper-based processes; 2) improve the way we provide human resources programs and services to you to better meet your needs; and 3) provide you with new and expanded training programs that will increase your skills and enhance your success.

MassHR Survey Logistics

This email is for individuals taking the survey online; however the survey is also offered in a paper format for staff unable to take the survey online. The online survey is accessible, and additionally a

large-print paper format of the survey is available. Information about alternative formats may be found below.

All Executive Department and Office of the Comptroller employees will be asked to complete the MassHR Survey. To accommodate this large number of participants, the MassHR Survey will be distributed by email in waves to about 8,000 employees at a time over several weeks. We ask that you do not share the survey link provided below or forward this email to any other employees to assist us in mitigating any potential risks. Everyone will receive an invitation to the survey during their assigned wave.

Taking the MassHR Survey

There are two options to complete the MassHR Survey: 1) online and 2) telephone. Please read the additional information below about each option, and select the one (1) option for taking the MassHR Survey that best meets your needs.

Online: The online survey is compatible with assistive technologies (e.g., JAWS, Dragon, ZoomText). Tips for navigating the survey using JAWS are provided below.

To complete the survey, click on the link below. You will be redirected to a new webpage where you will initiate the survey. Follow the prompts on the screen to select your response to each survey question and submit your survey results. Please be aware that you must complete the entire online survey in one sitting, and you will not be able to save and return to complete the remaining sections. On average it takes about fifteen (15) minutes to complete this survey.

Please click the following link to start the online survey: [MassHR Survey](#)

Tips for Navigating the MassHR Survey Using JAWS:

- Click the arrow downkey to navigate through the survey line-by-line and select your answers by clicking the space bar
- Enter "Forms" mode only when adding text into an edit box
- Remember to reroute the virtual cursor to the top of the page when opening a new page
- Use the standard table and navigation reading commands to answer questions in the tables

Telephone: A live reader is also available to collect your survey responses by phone. Please note that your phone number and other identifying information will be suppressed (i.e., not visible on the telephone display) when you call the live reader. This measure is in place to protect your anonymity and the confidentiality of your responses.

The live reader may be reached at **1-617-878-9705** during the following times:

- Tuesdays: 2:00 PM to 4:00 PM
- Wednesdays: 6:00 AM to 8:00 AM and 6:00 PM to 8:00 PM
- Thursdays: 11:00 AM to 1:00 PM

Please note that telephone hours will be increased as needed to meet demand.

The survey will close two weeks from today. Please use one of the two available options to complete the survey before the survey closes.

If you have any questions or you experience difficulties with the survey, please email MassHR_Survey@deloitte.com.

Thank you in advance for your participation.

Paul Dietl

Chief Human Resources Officer